

Job Description: TOSA – CTE Instructional Literacy Coach Position

The TOSA Instructional Literacy Coach for the Newburgh Enlarged City School District supports high-quality literacy integration across the district's Career & Technical Education pathways at the secondary level. The coach works directly with CTE teachers, administrators, and instructional teams to strengthen students' reading, writing, speaking, and technical communication skills in alignment with industry expectations and the district's commitment to equity, access, and college- and career-readiness. This position provides job-embedded coaching, professional learning, and curriculum support to improve student outcomes and ensure literacy is meaningfully embedded in all CTE programs.

Essential Responsibilities: Instructional Coaching

- Provide ongoing coaching and classroom-embedded support to CTE teachers across NECSD pathways.
- Model evidence-based literacy strategies that support comprehension of technical texts, career-specific vocabulary, and authentic writing tasks.
- Facilitate coaching cycles, collaborative reflection, and goal-setting aligned to district instructional priorities.

Curriculum & Instructional Support

- Assist CTE teachers in integrating literacy skills into curriculum maps, units, and project-based learning experiences.
- Support alignment of CTE instruction with NYS Next Generation ELA Standards and CTE Content Standards in Science, Mathematics, and Social Studies.
- Develop and refine literacy-rich resources that strengthen students' technical reading, digital literacy, and workplace communication.

Professional Learning

- Design and deliver professional development focused on literacy integration, differentiation, multilingual learner support, and culturally responsive practices.
- Lead CTE-focused PLCs and provide training on instructional strategies that support diverse learners, including students with disabilities and English learners.

Data & Assessment

- Support teachers in analyzing literacy and performance data to inform instruction and interventions within CTE courses.
- Collaborate with administrators to identify literacy needs across pathways and develop improvement plans.

Collaboration & Leadership

- Partner with building leaders, district instructional coaches, and the NECSD CTE administrative team to advance literacy goals.
- Support alignment between CTE instruction and industry-based expectations, emphasizing real-world communication skills.
- Contribute to district initiatives that promote workforce readiness, equitable access, and student engagement across all CTE programs.

Required Qualifications

- Valid New York State teaching certification in Literacy.
- Minimum of three (3) years successful secondary teaching experience (literacy-related experience preferred).
- Demonstrated expertise in literacy instruction, disciplinary literacy, or adolescent literacy.
- Strong communication, collaboration, and facilitation skills.

Preferred Qualifications

- Experience as an instructional coach, TOSA, mentor teacher, or teacher leader.
- Familiarity with project-based learning, work-based learning, and CTE instructional design.